

Request to Add Position/Class to On-Call List

Please complete the information below to request an additional position or classification to the DHHS on-call list and submit this form to Classification & Compensation. Once a decision has been made, the HR manager indicated on this form will be contacted.

Division/Facility/School _____

HR Manager _____ Date _____

Position/classification(s) and position numbers requested:

Justification for request:

Rate requested to be paid per hour for each position/class listed (not to exceed those indicated on the chart below):

On-Call rate	Occupation
Up to \$3.00 per hour	Medical/Health care Information Technology Skilled Trades
Up to \$2.00 per hour	Accounting/Finance Clerical Office Services Legal and Administrative Management Information and Education Human Services Licensing and Inspection Public Safety Institutional Services Engineering and Architectural Agriculture and Conservation
Up to \$5.00 per hour	Physicians

DHHS – Human Resources
Classification & Compensation
2001 Mail Service Center
Raleigh, NC 27699
(919) 733-4344
Fax (919) 733-6087